

SKI COOPER PATROL OPERATING DIRECTIVE EFFECTIVE MARCH 2007

PURPOSE

To provide all volunteer patrollers with guidance regarding Ski Cooper Ski Patrol operational procedures. All patrollers are required to comply with the provisions of this directive and other rules and operating procedures promulgated by Ski Cooper area management. Failure to comply with this directive or area management policy or directives may form the basis for disciplinary action to include suspension and/or termination of membership from the Ski Cooper Ski Patrol or the National Ski Patrol (NSP) in accordance with the Ski Cooper Ski Patrol By-laws.

GENERAL

- 1. Duty Days.** All patrollers are required to perform a specific number of days on-the-hill patrolling over the three period ski season.
 - a. Currently, all patrollers will perform four days in each of the three periods of the ski season for a total of twelve days during the ski season. This requirement may be increased or decreased as determined by the Patrol Representative in conjunction with area management.
 - b. Patroller duty days must be on Saturday, Sunday or Holidays. Patrollers will not receive credit toward their periodic or seasonal requirement for days worked during the week (Monday through Friday) without the express, prior approval of the Patrol Representative after coordination with the Professional Patrol Director.

- 2. Scheduling by Period.**
 - a. The Scheduler will use the area's opening and closing dates and divide the season into three periods of approximately equal length. These periods will be published in the Patrol newsletter and provided to the membership prior to the OEC refresher in September of each year. Sign-ups for any/all periods are available at the OEC refresher. The closing date for sign-up is two weeks prior to the starting day for the period.
 - b. The Scheduler will attempt to accommodate individual choices to provide balanced hill coverage. Those patrollers who do not indicate their preferences prior to the sign-up deadline will be assigned duty based on the needs of the area.
 - c. After approval by the Patrol representative, college students and others approved by the Patrol Rep are not required to be on the schedule. However they must complete the required number of days by the end of the ski season.
 - d. Before the beginning of the ski season, the Patrol Representative will coordinate with area management to develop a list of primary S&T trainers for both basic and senior candidates. Individuals on this approved list will not be placed on the

schedule. Other patrollers who assist the primary S&T trainers will be scheduled in the normal manner.

3. Substitution on Pre-Assigned Days.

- a. Patrollers who cannot work a pre-assigned day must find a substitute who was not previously assigned that duty day. The substitute's name must be provided by email or telephone to the Hill Leader and Patrol Representative by Thursday prior to the pre-assigned day. Failure to find a substitute and provide the name as required will result in a missed day penalty. Broadcasting a "list serve email" to find a substitute does NOT relieve the assigned patroller of responsibility for covering the day assigned. The substitute must be a basic patroller unless the patroller seeking relief is an Auxiliary, in which case the substitute may be an Auxiliary.
- b. The substitute will sign-in for the pre-assigned patroller and receive credit for a duty day and is entitled to all the privileges the pre-assigned patroller would have. (comps, family passes, etc.), if otherwise eligible. The pre-assigned patroller will not be charged a missed day but must make up the day during the ski season to insure he/she meets the annual requirement.

4. Credits.

- a. Performance of certain off-the-hill activities may entitle a patroller up to two days credit towards the annual duty day requirement. Such credits will normally be used during the current ski season and may not be carried over into the subsequent ski season. In unusual circumstances, additional credits may be considered at the discretion of the Patrol Representative.
 - 1) Work benefiting the National Ski Patrol or Ski Cooper Ski Patrol may be credited with the prior written approval of the Patrol Representative. Such activities include, but are not limited to judging a test, teaching an NSP course, helping at the Summer Work Party, Leadville 100, or senior skill patroller training events. To receive credit, the applicant must submit a form (available from the Patrol Representative or Scheduler) not later than first period sign-up deadline if the activity was performed pre-season.
 - 2) Patrollers holding positions at the Section, Region or Division level, may request credit for this service. To receive credit, the patroller must submit a form to the Patrol Representative for approval prior to performing these duties. After the duties are performed, the Patroller must submit the completed form to the Scheduler within the same ski season that the duties were performed.
 - 3) The maximum number of annual credits authorized for any patroller is two days. (Except 2 above)
- b. Senior Training. Ski Cooper and the patrol encourage all patrollers to take advantage of additional training opportunities that are offered recognizing the benefits of a more highly skilled patroller. However, since the patrol exists to

serve the area, sufficient on-the-hill coverage remains one of our top priorities. Patrollers opting for Senior Training should realize that there may well be a personal sacrifice if they choose to undergo the challenging training.

- 1) Those interested in participating in Senior Training may do so for a period of two consecutive years in an attempt to satisfactorily complete the requirements. Those who do not meet the requirements after two (2) years and wish to continue training will do so on their own time, unless otherwise approved by the Patrol Representative.
- 2) Senior candidates will be allowed four (4) days of training outside the Ski Cooper area which will be credited toward the minimum number of days required to be recognized as a patroller in good standing.
- 3) Patrollers who are performing duties as Senior trainers will be allowed eight (8) days outside the Ski Cooper area which will be credited toward the minimum number of days required to be recognized as a patroller in good standing.
- 4) Those interested in taking advantage of Senior Patroller training must make their intentions known to the Patrol Representative and the Scheduler prior to the beginning of the ski season.

5. Failure to Complete Periodic or Annual Duty Day Requirements.

- a. Patrollers failing to satisfy the periodic or annual on-hill requirements will be placed on probation for the entire subsequent period. During that subsequent period, the patroller will not receive his/her complimentary ("comp") ticket. Family passes will not be withheld during any probationary period.
- b. Patrollers failing to meet periodic on-hill requirements for two successive periods will be placed on probation for the entire subsequent ski season.

6. Complimentary ("comps") and Family Passes.

- a. Each duty day worked entitles the patroller to one "comp" ticket for his/her personal use. The comp ticket may be used during the current ski season unless issued during the final period, in which case, it may be used prior to the completion of the calendar year. UNDER NO CIRCUMSTANCES WILL A COMP TICKET BE SOLD.
- b. Members of a patroller's immediate family are entitled to a family pass good on the date of issue, if the patroller is signed on for duty on that day. Immediate family is defined as those family members listed as dependents on the patroller's federal or state income tax return. There is no limit on the number of family passes. UNDER NO CIRCUMSTANCES WILL A FAMILY PASS BE SOLD.
- c. Candidates will not receive family passes until they have been voted onto the patrol. After they have been voted onto the patrol, candidates are entitled to all regular comps and family passes.

- 7. Families and Children.** Ski Cooper and especially our patrol are proud to have a well deserved “family-friendly” reputation. While patrollers and their families are encouraged to enjoy the benefits of the area together, there are times when such family participation is not advantageous to the mission of the patrol. Proper on-the-hill coverage must not be compromised by parenting duties of a working patroller. Our first responsibility is to the safety of our patrons on the mountain.
- a. Spouses, friends, and children should not be part of the 8am morning meeting. If necessary, other arrangements should be made for watching children during this time.
 - b. During busy times such as lunch and closing at Patrol Headquarters, seating priority should be given to patrollers when space is a consideration.
 - c. Duties are assigned as needed and are expected to be fulfilled as a first priority. Having children with you during top time should not interfere with your responsibility to be dispatched immediately to an accident. Children should not be left unattended in Patrol Headquarters or the FAR without the supervision of a parent, adult or guardian. Children should not accompany their parent in the First Aid Room when the parent has FAR duty.
 - d. Children of patrollers are encouraged to join and participate in the activities of the “Mini-Patrol”.

Helping our fellow patrollers has always been something in which Ski Cooper patrollers have taken pride. The children of yesterday are the patrollers of today. Patrollers with children should not hesitate to ask another patroller for help. Having another patroller help watch or supervise your children should be seen as a courtesy but should not be expected or taken for granted. Arrangements should be made ahead of time if you cannot find someone to help you out.

8. Sign-On Procedures.

- a. Patrollers must be present and signed-in not later than 8am to patrol for the day and to receive personal comps and family passes, if otherwise eligible. Patrollers arriving after 8am may be allowed to patrol and receive family passes at the discretion of the Hill Leader (HL). No personal comp will be issued for those patrollers signing on after 8am. Veterans signing on before 10:30am are entitled to receive a personal comp and family comps.
- b. In preparing for the day, the HL must contact the Professional Patrol Director (or Assistant). At that meeting the HL will be given any special directions for that day
- c. The HL will conduct the 8am meeting and is responsible for making duty assignments for the day. He/she may ask another patroller to assist in responsibilities such as counting comps and family passes.
- d. Unless otherwise excused, working patrollers must be present for the 8am meeting. All patrollers will be booted-up before the meeting.

9. Dress and Personal Equipment.

All patrollers will wear a red and black ski parka or jacket with the proper insignia sewn on per NSP directives. If a patrol vest is worn, the sweater underneath must be black. The red and black jacket, parka or vest will have a white cross on the back and a small white cross on the left or right chest area visible from the front. Back Packs or other clothing must not cover the crosses.

- a. All patrollers will wear a name tag.
- b. All patrollers should wear dark (blue or black) ski pants, bibs or a shell.
- c. All patrollers will carry a first aid pack equipped according to NSP guidelines. Initial supply costs are the responsibility of the patroller. Patrollers may replenish their first aid packs from supplies in the First Aid Room.
- d. Patrollers are expected to present a positive and professional image while on duty in accordance with NSP guidelines.
- e. Auxiliary patrollers will wear a blue and black ski parka or jacket of the same style as basic patrollers **without** the white back cross. The jacket will have other proper insignia per NSP directives.
- f. Patrollers are required to carry a radio if available on their duty day. Patrollers are encouraged to purchase their own radios since the patrol may not have enough for all patrollers on some days.
- g. Ski training candidates will be provided distinctive clothing so that lift operators may readily identify them. Candidates will be required to make a deposit to cover the clothing's value. The deposit will be returned in full when the clothing is given back to the patrol.

10. Dues

- a. Annual Ski Patrol Registration Dues are comprised of National, Rocky Mountain Division, and Ski Cooper Local dues. For the ski season 2006/7, the National dues are \$35.00; Rocky Mountain Division dues are \$15.00; and Ski Cooper Local dues are \$30.00 for a combined total of \$80.00 for the year.
- b. All patrollers, auxiliaries, candidates and transfers (whether active on inactive) must pay the full Annual Ski Patrol Registration Dues. The Annual Ski Patrol Registration Dues are payable at the OEC Refresher in September. Because of NSP requirements, dues paid after October 15th incur a \$5.00 late charge. Dues paid after December 1st incur a \$20.00 late charge.

11. Qualification of Patrollers. All patrollers will meet the requirements set out in the Ski Cooper Ski Patrol By-Laws at ARTICLE VI, SECTION 2.

12. Veteran Patrol. Provides a means to retain a pool of experienced patrollers who can continue to provide service to the patrol and area. There are two categories of Veterans: skiing and non-skiing. Any patroller meeting the following criteria may apply in writing to the Patrol Representative:

- a. A minimum of 20 years service with the NSP including 10 years service with the Ski Cooper Volunteer Ski Patrol.

- b. And, must have been one or more of the following:
- have been a Volunteer Ski Patrol officer
 - be or have been an instructor of record or a Volunteer Ski Patrol designated instructor
 - have been otherwise distinguished in other capacities to the patrol (have gone above and beyond the call of duty)

Applicants for Veteran Status must be approved by a majority vote at a scheduled meeting of the patrol.

Benefits:

- Per Ski Cooper management, there will not be a policy that veterans may routinely leave early.
- Veterans may sign in no later than 10:30 A.M., and patrol the balance of the day, including closing sweep. Veterans doing this should provide advanced notification to the Hill Leader that they intend to arrive late. NOTE: Veterans signing in after 10:30A.M. will not receive credit for a duty day.
- The Patrol Representative will work with Ski Cooper management to obtain special recognition for members who have served 20 years or more at Ski Cooper.

Requirements to maintain status:

- a. Maintain current OEC and CPR skills by attending the annual OEC refresher and on-the-hill refresher.
- b. Skiing Veterans will maintain the same ski and toboggan training, dress and skill requirements as a basic patroller.
- c. Non-skiing Veterans must maintain the same training, dress and skill requirements as regular Auxiliary patrollers.
- d. Veterans must satisfy the normal Ski Cooper annual duty day requirement, but will schedule only 2 days per period. They will work the other two days at their convenience. To facilitate planning, veteran patrollers are asked to contact the Hill Leader before working these two "floating" days.
 - 1) Veteran duty days normally consist of 5 hours on the hill.
 - 2) Veterans may arrive late (but before 10:30am) and work the balance of the day including closing sweep. If they intend to arrive late, veterans should notify the Hill Leader at least one day prior to the work day.
 - 3) Veterans signing in after 10:30am will not receive credit for a duty day.
 - 4) Veterans substituting for regular patrollers must comply with the duty day requirements of regular patrollers.